



Programs

.01 Policy

The Department is committed to the development of community crime prevention programs. Employees shall acquaint themselves with specific crime prevention techniques.

.02 Terms

.03 Governing Legislation and Reference

Governing Legislation:

18 US Code 922(g), 924©, & 924(e).

Maryland Real Property Article, §14-120.

Title VI of the Civil Rights Act of 1964, and the Omnibus Crime Control and Safe Streets Acts of 1968 (Safe Streets Act), as amended.

Forms: N/A

.04 Procedure

A. Watch Your Car Program

"Watch Your Car" is a voluntary vehicle registration program designed to deter vehicle theft, assist police with the apprehension of auto thieves, and recover stolen vehicles. The program requires vehicle owners to sign an agreement stating that their vehicles are not normally operated between 0100 and 0500 hours. It also requires the owner to place "Watch Your Car" decals on the front and rear windshield of his or her vehicle. If an officer observes the vehicle being operated during these hours, he or she may stop the vehicle and verify owner information without additional probable cause.

In order to comply with the provisions of this program:

- Traffic stops between 0100 and 0500 involving a vehicle displaying a "Watch Your Car" decal shall be cleared either "No Report" or "Case Report"; and
- Stolen/ recovered vehicles in the "Watch Your Car" Program shall include "Watch Your Car Program" as the first line of the officer's Case Report narrative.

B. Public Nuisance Abatement

(Maryland Real Property Article, Section 14- 120)

Although there are common law crimes relating to public nuisances, for a property to be considered a nuisance under this statute, one of the following must occur inside:

- The property must be used by subjects who assemble for the specific purpose of selling CDS;
- The property must be used for the manufacture or distribution of CDS or controlled paraphernalia; or,
- The property must be used for the storage or concealment of CDS in sufficient quantity to reasonably indicate an intent to manufacture, distribute, or dispense CDS or controlled paraphernalia.

The nuisance abatement statute applies to both residential and commercial properties. Although used primarily against rental properties, remedies may differ depending upon whether the property is rented or owned, residential, or commercial.

Reporting Procedures

All nuisance abatement cases must be sent to the Investigations Section for review.

Nuisance abatement cases do not require a Case Report. However, officers shall document all complaint information in a memorandum and forward it through the chain of command to CID. The memorandum shall include:

- The property address and the name of the complex;
- The names and ages of the lessee and all occupants;
- Witnesses' names, addresses, and telephone numbers, if available (complaints may be anonymous); and
- Whether or not the housing is a Section 8 property.

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The officer should obtain and attach the following to the memorandum:

- A copy of the lease;
- CHRI on the lessee and occupants;
- Prior calls for service at the property; and
- Any written information from community associations that substantiate the complaint.

CID will obtain case numbers if the case is approved for investigation, and then forward it to the Asset Forfeiture Unit of the Office of the State's Attorney. Once approved, the case will be filed in District Court.

Court Hearings

Public nuisance abatement hearings are held in District Court. Officers should be prepared to testify at these hearings. They shall bring any additional information that may not have been forwarded to CID. The officer shall contact the State's Attorney if he or she is not going to be available for a hearing.

C. School Liaison Program

The Department's school liaison program is geared toward making the learning environment and areas around schools safer.

While assisting members of the school system's security Department, officers interact with students, faculty, staff, and parents by hosting or providing educational, training, and information-sharing opportunities. The Department provides officers as guest speakers and guest instructors on an as-requested or as-needed basis. The Department also makes available, if deemed appropriate, some of its facilities for gatherings, meetings, or tours.

D. Victim Outreach Program

The Department's Victim Outreach Program assists victims with their concerns. The Victim Services Coordinator is assigned to the Community Resource Unit and oversees this program.

Certain victims are entitled to pursue financial compensation, make victim impact statements, and to be informed of the release of offenders charged or convicted in their case. Services provided to victims may also be available to witnesses, victims' families, or survivors.

Patrol Officer's Duties

When an officer writes a Case Report, he or she shall provide each victim with "The Crime Victims and Witnesses, Your Rights and Services" pamphlet and shall document the provision of the pamphlet in the report. In addition, the officer shall provide each victim with:

- His or her name and ID#, the Case Number, and the telephone number for the unit that will be investigating the case, if applicable; and
- Information about the Department's Victim Services Coordinator, if deemed necessary.

The officer may also provide this information to any witness that has significant involvement in a case.

Property crimes and minor assaults do not automatically trigger a response. Officers shall be alert for victims of these crimes who may be in particular need of victim outreach services (for example, the elderly, children, or persons who are disabled or display unusually strong emotional distress). When an officer feels that volunteer contact is needed, he or she shall contact the Victim Services Coordinator.

Under urgent circumstances, officers will attempt to contact the Victim Services Coordinator by telephone and arrange for immediate contact. Officers shall notify their supervisor when they believe that the victim is in danger.

Supervisor's Duties

If the supervisor determines that the victim or any witness faces a continuing imminent threat from a suspect, he or she shall ensure the following actions are performed and documented on a Case Report:

- An area check is initiated and CAD premise history entered;
- The appropriate investigator is contacted; and
- The victim or witness is given crime prevention advice and informed regarding the appropriate steps to take if the suspect attempts further contact.

Services for Employees

When employees of the Department are victimized, the Chief of Police will coordinate the victim/ witness assistance response.

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E. Educational Intern Program

The Intern Program provides learning opportunities for persons interested in law enforcement. Persons placed in this program do not have the authority of sworn law enforcement officers. Interns must be associated with an educational institution or other organization that sponsors internships as part of a course of instruction. Persons seeking volunteer positions or unpaid work experience should be handled under the Citizen Volunteer Program.

Interns are placed according to their field of study, and provide research or support to the Department. The precise placement and task assignment will be made upon request and approval of the Chief of Police and agreement of the intern. Wherever placed, all interns will receive training appropriate for their duties and responsibilities. The Department may limit the number of interns accepted based upon the Department's needs and workload.

Community Resource Unit Responsibilities

The Community Resource Unit (CSU) Supervisor shall have oversight responsibility for the program.

The CSU Supervisor shall:

- Serve as the Departmental point of contact to organizations providing interns;
- Supervise the recruitment and selection process;
- Conduct an initial interview and background check; and
- Make placements and maintain permanent intern files.

No intern shall be placed before completion of the initial interview and background check.

After placement of the intern, the Chief of Police shall exercise managerial authority over interns and shall assign either a sworn or civilian employee to monitor his or her progress. The assigned supervisor shall prepare any evaluations or reports required by the intern's sponsoring organization. Copies of all reports and a final evaluation shall be sent to the Intern Coordinator for inclusion in the intern's permanent file.

The Chief of Police is the only person authorized to terminate an intern from the Program.

Under urgent circumstances, a Supervisor may suspend the intern from active duty, and notify the Chief of Police. A written memorandum describing the circumstances shall be submitted to the Chief of Police no later than the next business day.

F. Ride-Along Program

See General Order 504, Civilian Observers

g. Grant Programs

The Town Administrator's Office is responsible for the Department's grants agenda. Personnel aware of a beneficial grant opportunity shall contact the Grants Manager in the Town Administrator's Office.

The Grants Manager may delegate selected tasks associated with the preparation of the application to those that will eventually implement or perform grant program activities, such as:

- Submission of background information and statistical data;
- Writing descriptive narratives; and
- Activities requiring specialized expertise.

The Grants Manager may not delegate tasks pertaining to the Town's administrative review process or Departmental representations to the grantor.

H. Bicycle Patrol Program

The Bicycle Patrol Program provides an alternative method of patrol while enhancing officer-community interaction. Use of the bicycles will be with supervisory approval only, and a minimum of two officers is required. Officers may be used to provide an enhanced police visibility in:

- Apartment complexes;
- Shopping centers;
- Area parks;
- Jogging and bike paths; and
- Area schools.

Bicycle patrol officers also provide support for traffic control during major community events. From a tactical perspective, bicycle patrol officers are able to operate in stealth-like fashion, which gives them an advantage over the criminal element. When patrolling at night, officers must ensure that their bicycle's front headlight is utilized.

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Only officers that have attended and successfully completed authorized training for bicycles may ride them.

I. Crime Solvers Program

See General Order 400, Criminal Investigations

j. Volunteers

Citizen volunteers provide support to the Department. They are not sworn officers.

Depending on the need, volunteers may perform clerical work, data entry, or any other assigned duties that do not expose them to the hazards which sworn employees are exposed to.

Volunteers shall be appropriately attired. They are not permitted to wear the police uniform, or carry any unauthorized equipment or weapons. If a uniform is worn, it will clearly distinguish them from sworn officers.

Recruitment

Volunteers may be recruited by the Community Resource Unit and other public contacts.

Supervisor's Responsibilities

The Community Resource Supervisor is responsible for the recruitment, screening, investigation, and retention of citizen volunteers. He or she may assign citizen volunteers after completing a screening process that includes:

- CJIS criminal record check;
- Motor Vehicle Administration record check; and
- Personal interview by the Supervisor.

Supervisors shall exercise managerial authority over citizen volunteers. They shall assign a Departmental employee to supervise the volunteer. The supervising employee shall determine the scope and duties of each individual volunteer. The Supervisor shall ensure that the citizen volunteers receive appropriate training to perform their assignments.

Supervisors are responsible for ensuring facility security. They will authorize the issuance of a volunteer ID card prior to the assignment of the volunteer.

Supervisors may terminate a citizen volunteer's participation in the program. When doing so, they shall notify Chief of Police in writing, detailing why participation was terminated. Supervisors will ensure receipt and transfer of ID cards upon termination of the volunteer's services.

Chaperones for Police-Related Events

Chaperones are citizen volunteers whose services are required for a specific event (usually less than one day). The Departmental employee sponsoring or coordinating the event shall screen volunteers by completing a:

- CJIS criminal record check; and
- Motor Vehicle Administration check.

The name, address, and results of the record check for each chaperone shall be documented on a memorandum and forwarded to the Chief of Police prior to the event.

HISTORY: Adopted December 1, 2013

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:



Charles L. Owens
Chief of Police